



Adjunct Faculty
Handbook
2012-2013



The Offices of the Deans warmly welcome you as an adjunct faculty member at Christopher Newport University. Our focus on the liberal arts and sciences is the foundation for our quality teaching and learning environment. The broad and deep education offered by the liberal arts and sciences provides a platform for future successes. Leaders of sound judgment; decision-makers who collaborate and cooperate; disciplined researchers; powerful teachers, creative engineers, inspired artists and designers; indeed, all who have the ability to view their disciplinary expertise through the demanding lens of change. This is the unique and powerful course of study advanced through liberal learning.

As a state liberal arts and sciences university we endeavor to provide broad educational access while ensuring that the public good is well served. We are pleased to support your efforts in setting clear and challenging academic expectations for our students. The work we do in the classroom—your work—is the most important thing we do at CNU. We appreciate your efforts, expertise and willingness to help our students hone their skills, broaden their horizons and deepen their disciplinary knowledge. As you review this Handbook and begin your work this semester, we ask that you let us know what we can do to assist you as a member of our academic team.

Warm regards,

Steven Breese

Dean, the College of Arts and Humanities

Robert Colvin

Dean, the College of Social Sciences

David Doughty

Dean, the College of Natural and Behavioral Sciences

[The Adjunct Faculty Handbook](#) has been compiled to assist adjunct faculty with state and federal laws and University policies and procedures. It is not intended to supersede the [University Handbook](#). In matters of University policy questions, the *University Handbook* language will prevail.

Christopher Newport University reserves for itself and its departments, the right to supplement, withdraw, or change this handbook. Interpretations of matters in this handbook are the responsibility of the Provost or appropriate Vice President. The President of Christopher Newport University has final authority in the interpretation.

Christopher Newport University does not discriminate in admission, employment or any other activity, on the basis of race, gender, color, age, religion, veteran status, national origin, disability, sexual orientation or political affiliation. The University complies with all applicable state and federal constitutional provisions, laws and regulations concerning discrimination. Anyone having questions concerning these laws should contact the [Director of Equal Opportunity](#).

1 Avenue of the Arts
Newport News, VA 23606-3072
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1. University Academic Calendar

<http://www.cnu.edu/academics/calendar/index.asp>

2. Adjunct Faculty Absence

Professional responsibility and commitment to the University's instructional mission requires that adjunct faculty meet all their classes. Should an adjunct faculty member become ill or need to be absent from a scheduled class, he/she must inform the department chair. Arrangements to have the class covered will be coordinated by the department chair.

3. Mid-Term and Final Grades

Submitting grades by the deadline is a contractual obligation. Deadlines for entering mid-term and final grades are provided in the Undergraduate Catalog and on the Office of the Registrar website. All initial grades (mid-term and final) must be entered by the primary instructor via his or her CNU Live access. Please note that only the primary instructor will have access to enter these grades. Mid-term grades are required for all freshmen and for any undergraduate student with a grade below C-. The Offices of the Deans monitor grade entry to ensure all grades are entered timely. Grades which are not submitted by the published deadline must be reported to the Office of the Registrar on a Change of Grade form with the appropriate department chair and academic dean's signature. Questions regarding mid-term and/or final grade entry should be directed to the Office of the Registrar at 757-594-7155 or register@cnu.edu.

4. Adjunct Faculty Performance Evaluation

At the end of each semester the adjunct faculty member will be asked to distribute an instructional evaluation survey, IDEA. This evaluation procedure must be handled according to procedures determined by the Provost. Your department chair will evaluate the overall instructional performance using IDEA data, syllabus, grade distribution, etc. Department chairs are prepared to offer you help as the IDEA surveys are distributed. [Detailed information on the IDEA instrument](#) can be found on the CNU website.

5. Employment and University Services

a. Classification System

Graduate Lab Assistant	No Masters Degree
Instructor	Masters Degree
Lecturer	Ph.D., restricted contract
Visiting Assistant Professor	Ph.D., restricted contract
Assistant Professor	Ph.D., tenure-track
Associate Professor	Ph.D.
Professor	Ph.D.
Retired CNU Professor	

b. Employment Contract

The employment contract and related employment forms will be issued prior to the start of a semester. The adjunct faculty member is expected to review, sign, and return the contract and forms by the deadline.

c. Official Transcript Requirement

It is a condition of employment that the adjunct faculty member provides official copies of transcripts and current vita. The submission of official transcripts is a requirement of the University's accrediting board, the Southern Association of Colleges and Schools and should be provided to the appropriate dean by the beginning of the employment. The adjunct faculty member must complete an I-9 form, tax forms, drug summary, direct deposit authorization, child support declaration, *CNULive Access Form for Adjunct Faculty*, and criminal history background check authorization prior to employment.

- 1) Employment Eligibility Verification (I-9): The Immigration Reform and Control Act requires employers to have an I-9 form on file for every employee within three (3) days of the date of employment or employment must be terminated. Please complete Section A of the I-9 form and bring the partially completed form and the appropriate identification to the dean's office as soon as possible. A list of acceptable documents for identification is on the back of the I-9 form. If the adjunct faculty member's status is anything other than that of a citizen or national of the United States, please contact the office of the appropriate dean.
- 2) Tax Forms: Complete the VA-4, Employee's Virginia Income Tax Withholding Exemption Certificate; and W-4, Employee's Withholding Allowance Certificate. Please use all names exactly as they appear on your social security card.
- 3) Summary of the Commonwealth of Virginia's Policy on Alcohol & Other Drugs: Please read and sign form. Your signature indicates your receipt of this policy summary of Policy 1.05, Alcohol and Other Drugs. Your signature is intended only to acknowledge receipt; it does not imply agreement or disagreement with the policy itself. If you refuse to sign this certificate of receipt, your supervisor will be asked to initial this form indicated that a copy has been given to you.
- 4) Direct Deposit Authorization: All new employees are required to use direct deposit.
- 5) Child Support Declaration: The Code of Virginia, section 60.2-114.1, requires employers to ask new employees to disclose at the time of hire if he/she is paying child support.
- 6) CNULive Access Form: Adjunct faculty will utilize CNULive, the web based self-service function, to access class rosters and assign mid-term grades (when applicable) and final grades.
- 7) Criminal History Background Check: This form gives the authorization for release of information for a criminal history background check for official use by CNU.
- 8) Race/Ethnicity Declaration: This form documents race and ethnicity required by the Department of Education.
- 9) Use of Electronic Communications and Social Media: This form articulates the expectations and policies that pertain to the acceptable use of electronic media and is required by the Department of Human Resources.

c. Pay Dates

Adjunct faculty members are paid eight times a semester. The pay dates are listed in the contract; the University does not create special pay dates other than those contractually specified.

d. Benefits

- 1) Adjunct/part-time faculty members receive limited benefits. These benefits include an employer contribution to Social Security and coverage for workers' compensation.
- 2) The adjunct faculty member with a valid CNU ID is invited to attend any theater production previews and sporting events open to faculty, staff, and students. Ferguson Center discount tickets are frequently available.
- 3) The adjunct faculty member with a valid CNU ID or a memorandum from the Dean's Office has access to the Freeman Center exercise facility.
- 4) Adjunct employment does not provide eligibility for health/life insurance, or retirement.

6. Travel Regulations

The Commonwealth of Virginia has specific regulations on travel reimbursement. All questions should be addressed initially to the department chair before contacting the Business Office at (757) 594-7354 or www.cnu.edu/busoff/facultystaff/travel.asp

7. Parking Decals

A decal is required for any and every vehicle parked on-campus, including but not limited to: resident and non-resident students, University faculty or staff, and visitors. Student, faculty, and staff decals are valid for the entire span of the academic year. Decals are on sale beginning no less than a week before the start of each academic semester. [Visit the Parking Office website](#) for detailed information on sales, designated parking lots, decal placement and current pricing. The Parking Office is located in the parking garage behind the Ferguson Center for the Arts. <http://www.cnu.edu/parking/parking/index.asp>

Services Provided by the Academic Department, College and University

1. Resources/Services by the Department

To the extent possible, secretarial support will be provided through the department secretary. Please see the department chair and secretary for further information on supplies and other classroom needs.

2. Office Hours and Office Space

Upon request, adjunct/part-time faculty must be regularly available to students for consultation. Since office space is limited on campus, please discuss these needs for office space with the department chair. Every effort will be made to provide appropriate space for consultation with students.

3. Mailboxes

Mailboxes are located in the department office. Please check mailboxes regularly.

4. CNU Live Access

The University offers web-based access to class rosters, grade submission, and email through 'CNU Connect' located on the CNU.edu homepage. Please use the [Adjunct Faculty Information Sheet for Accessing CNU Live](#) listed under [Forms & Resources on the CNU Registrar's homepage](#).

5. Identification Cards

Adjunct faculty members may secure ID cards, free of charge, which may be used for admission to University functions, at the Information Desk in the David Student Union by presenting a copy of their CNU Live access paperwork and one form of official photo ID.

6. Academic Computing Services

- a. CNU Live: The University's enterprise resource management system presents through its self-service function course enrollments, course rosters, web forms for reporting grades, information about your students, departmental financial information for department chairs, and a course management system.
- b. Training: Faculty and staff are encouraged to attend training sessions offered by [Information Technology Services](#). These training sessions include Google Communications Suite, Blackboard, and other best practices in instructional design. For training schedules and more information, please contact David Underwood (594-8210 or david.underwood@cnu.edu).
- c. Smart Classrooms: Faculty members should contact Barbara Copley (bcopley@cnu.edu), Faculty Support Coordinator, to be trained on smart classroom equipment usage. You may call her at 594-7753 to set up an appointment for training.
- d. Faculty Support Center: The Faculty Support Center is located in Ratcliffe 117. Faculty drop in for one-on-one consultations on CNU teaching technologies.
- e. Equipment: The Media Center audio-visual pool is available for academic support to classrooms, labs, and lecture halls, as well as special events and student projects. Reservations are required for this service. Due to limited quantity of equipment, forty-eight hour phone notice or memo request is highly recommended and it is available on a first come first serve basis. Please call Johnnie Gray in the Library Media Center (594-8894) to make your equipment reservations.
- f. Production: Equipment is available to faculty for the production of audio-visual materials. Faculty who furnish their own supplies can make graphic materials and duplicate non-

copyrighted audio or video cassettes. Digital video production and editing capabilities are available to support faculty instructional activities. Production plans must be made in consultation with the Academic Computing/Media Center staff.

g. Copyright Information:

[Legal Information Institute - U.S. Code Collection](#)
[Copyright Law of the United States](#)

h. Important Academic Computing Support Contacts:

David Underwood (david.underwood@cnu.edu)
Course Systems Coordinator

Barbara Copley (bcopley@cnu.edu)
Faculty Support Coordinator

7. Inclement Weather

Instructors do not have the authority to cancel classes due to inclement weather. The President or his designee may close the University for inclement weather or emergencies. Students, faculty, and staff will be informed. Announcements of whether the University will close or remain open are given on local television and radio stations. Announcements will be listed on the Daily Press 1-Line (928-1111). If the University closes during its normal hours of operation, the Provost and Vice President inform faculty and staff email or issue a CNUAlert.

The following TV Stations will be notified:

Channel 3	WTKR (CBS)
Channel 10	WAVY (NBC)
Channel 13	WVEC (ABC)
TV-27	WGNT (CW)

These FM radio stations receive our weather-related delay and closing announcements:

92.9	WFOG
94.9	FM WPTE
95.7	WVKL
97.3	WGH
98.7	WNOR
101.3	FM WWDE
104.5	WNVZ
106.9	WAFX

When normal business hours are affected, one of the following announcements will be given to the news media to broadcast:

a. University Open

All classes in session. All students, faculty and staff report for work at their normal reporting time. No liberal leave authorized.

b. Delayed Opening

Classes normally scheduled at that delayed time will begin at that hour -- i.e. if the delayed opening is at 10 a.m., all 10 a.m. classes will be in sessions while all classes prior to 10 a.m. are cancelled.

- c. University Closed
All activities are cancelled. All classes cancelled. All offices are closed. Essential personnel only report for work. No liberal leave authorized.
- d. Day Classes Cancelled
Do not report if your classes begin between 8am-3:59pm
- e. Evening Classes Cancelled
Do not report if your classes begin from 4pm-midnight
- f. Day and Evening Classes Cancelled
All classes cancelled.

8. Emergency Procedures

Christopher Newport University is concerned about the safety and welfare of all members of the CNU family and their guests and is committed to providing a safe and secure environment. The University maintains a safe campus through the activities of the [University Police Department](#). The Department is staffed by sworn police officers 24 hours a day, every day. Located at 12270 Warwick Blvd., the University Police Department business office is open Monday through Friday from 8:00 a.m. to 5:00 p.m. After business hours, a University Police officer can be reached by calling the 24-hour University Police emergency telephone number (757) 594-7777. If you are not near a telephone, please use one of the emergency call boxes. These call boxes, which are easily identified by the illuminated blue light, are located across the campus. A police officer will be dispatched to your location. Please visit the website to [review all emergency procedures](#) and take advantage of the video training.

Importantly, we ask that you register for CNU's text messaging service: <http://cnualert.info/>

Sudden Illness or Injury

- a. Notify University Police at 594-7777 (from a campus telephone, 4-7777). Do not call 911 unless instructed by the University Police.
- b. Provide an exact location (building and room number if possible) where police should respond (University Police will contact Newport News Emergency ambulance for prompt and accurate response).
- c. Perform necessary first aid, if qualified.

University Fire Alarm System

The University fire alarm system consists of a horn signal in each building that can be activated from any pull box or from the alarm control panel. Everyone will evacuate the building upon activation of the fire alarm and University Police shall be notified of the situation. The University fire alarm system should be activated only in case of fire, fire drills, bomb threats, hazardous gas leaks or danger of explosion.

In the event of fire, the following actions should be taken:

- a. Activate the University fire alarm system in the building in which the fire is suspected by pulling the nearest fire alarm box.
- b. Notify University Police (594-7777). Tell the communication officer the type of emergency and exact location where fire department should respond. University Police will contact the fire department and advise them of the exact location of the incident.
- c. Unless threatened by fire, smoke, or heat, the individual should use available fire extinguishing equipment and remain on the scene until assistance arrives. When in doubt, evacuate the building.

Faculty, staff, and students will comply with the following:

- a. Evacuate the building, closing office or classroom doors when exiting respective areas and taking all personal belongings.
- b. Follow orders issued by delegated authority. All persons who have evacuated buildings will move to an open grassy area away from the building and stay clear of roads and fire hydrants.
- c. Throughout the duration of a fire alarm all building patrons should remain calm, move promptly to a point well outside the building and follow directions provided by members of the administration and emergency personnel. Patrons having evacuated the building should not depart the campus until an announcement has been made nor should they return to the building until notified by University Police, CNUalert or an appropriate administrator.

Power Failure

It is possible for the University to experience power outages, either a full outage or a partial outage. Both types of outages can be inconvenient but can also cause damage to computers and electric motors in equipment. Both outage types must be reported. In case of a power failure, emergency/battery lights will activate in most academic buildings, but will only operate for a limited amount of time.

In addition, the fire alarms will not operate without electricity. Under all circumstances, day or night, when it has been determined that the power will be off for an extended period of time, all buildings affected will be notified and evacuated.

- a. If the power outage occurs between the normal business hours of 7 a.m. to 4 p.m., Monday through Friday, contact Plant Operations at 594-7035. All computer systems should be turned off so a power surge will not damage the computer when the power is resumed.
- b. If the outage occurs after normal working hours, or during the weekend, University Police should be notified. University Police will notify on-call Plant Operations personnel.

9. Tribble Library

- [Tribble Library](http://cnu.libguides.com/libraryhours) (757) 594-7133 <http://cnu.libguides.com/libraryhours>
- [Library Services](#) (757) 594-7132
- Faculty Support Center (757) 594-7136 located in 117 Ratcliffe Hall

10. Ordering Textbooks for Classes

CNU no longer maintains a bookstore storefront; rather the University has opted for an online/virtual process to order all textbooks. The academic department chair and secretary place book orders for all adjunct instructors. Please provide a list of books and ISBNs to academic department secretary who will see that book orders are placed timely. All other [information concerning book orders/textbook adoptions](#) can be found on CNU's website.

THE UNIVERSITY

Vision

Christopher Newport University, a small academically selective public university, is grounded in the principles of liberal learning and dedicated to the ideals of scholarship, leadership and service. We celebrate the values inherent in the liberal arts and sciences and live as a community of honor to inspire our students to lead lives of significance.

We aspire to be a preeminent, public liberal arts and sciences university. We will pursue excellence in all that we do and dedicate ourselves to those initiatives that will strengthen our teaching, our scholarship, our academic programs and disciplines, and our campus community. We will build an intimate, diverse, residential community which will attract the most academically talented, inquisitive, and intellectually adventuresome students.

We will ignite in our students a love of learning and instill a sense of responsibility and civic duty that will give our graduates the knowledge and confidence to engage as responsible leaders and citizens in their communities, the nation and the world.

Mission

The mission of Christopher Newport University is to provide educational and cultural opportunities that benefit CNU students, the residents of the Commonwealth of Virginia and the nation. CNU provides outstanding academic programs, encourages service and leadership within the community, and provides opportunities for student involvement in nationally and regionally recognized research and arts programs.

Our primary focus is excellence in teaching, inspired by sound scholarship. At CNU, personal attention in small classes creates a student-centered environment where creativity and excellence can flourish. Our primary emphasis is to provide outstanding undergraduate education. We also serve the Commonwealth with master's degree programs that provide intellectual and professional development for graduate-level students.

We are committed to providing a liberal arts education that stimulates intellectual inquiry and fosters social and civic values. CNU students acquire the qualities of mind and spirit that prepare them to lead lives with meaning and purpose. As a state university, we are committed to service that shapes the economic, civic, and cultural life of our community and Commonwealth.

History

- a. In 1960 the General Assembly of Virginia established Christopher Newport College as a non-residential branch of The College of William and Mary and located it in Newport News, Virginia. The Board of Visitors of The College of William and Mary authorized Christopher Newport College to offer a lower-level undergraduate liberal arts curriculum through which a student could receive an Associate of Arts degree.
- b. In September 1961 the College enrolled 171 students at its initial home, the John W. Daniel School, a former public school building in downtown Newport News. In 1963, the City purchased and deeded to the Commonwealth the 75-acre tract where the present campus is now located.
- c. From 1961 to 1969, the College matured as a two-year institution, and in 1969 the Board received approval from the General Assembly to broaden the role of the College by

adding upper-level bachelor's programs and awarding Bachelor of Arts and Bachelor of Science degrees.

- d. In its 1976 session, the General Assembly of Virginia established Christopher Newport College as a four-year baccalaureate institution independent of The College of William and Mary. The operation of the College was transferred to the Board of Visitors of Christopher Newport College, a 12-member board appointed by the Governor of Virginia on July 1, 1977. Since that date the Board has increased by two members.
- e. In its 1990 session, the General Assembly of Virginia authorized Christopher Newport College to offer degrees at the master's level. The 1992 session of the General Assembly of Virginia changed the status of Christopher Newport College to Christopher Newport University, effective July 1, 1992.
- f. University presidents
 - 1) H. Westcott Cunningham, 1961-1970
 - 2) James C. Windsor, 1970-1979
 - 3) John E. Anderson, Jr., 1980-1986
 - 4) Anthony R. Santoro, 1987-1996
 - 5) Paul S. Triple, Jr., 1996 -

Accreditation

Christopher Newport University is accredited by the Commission on Colleges of the Southern Association of

Colleges and Schools [1866 Southern Lane, Decatur, GA 30033-4097; telephone (404) 679-4501] to award degrees at the baccalaureate and master's degree levels. Contact the Commission on Colleges of the Southern Association of Colleges and Schools for accreditation-related issues and Christopher Newport University for all other university related issues.

Excerpts from the 2012-2013 University Handbook

SECTION II

Board of Visitors

SECTION II, 2b, 5:

5) Academic Freedom and Responsibility

Christopher Newport University subscribes to the mutual concepts of academic freedom and academic responsibility. The Board recognizes "academic freedom" as:

- a) the right to full freedom in the classroom in presenting and discussing subjects within one's own recognized area of academic expertise germane to the class;
- b) the right to explore all avenues of research, scholarship and creative expression and to publish the results of these scholarly pursuits;
- c) the right to speak or write, without institutional restraint, on matters of public concern or institutional policy. The University will not censure or discipline a faculty member for speaking privately or publicly on such matters, whether or not as a member of a body of university governance.

Academic responsibility implies the faithful performance of professional duties and obligations. Faculty members have the obligation, as a member of a learned profession and employee of the University to attempt to be accurate, to exercise appropriate restraint, to show respect for the opinions of others, and to make every reasonable effort to indicate that the faculty member is not an institutional spokesperson. Faculty members will be guided by academic ethics and professional standards.

This policy applies to teaching and research faculty. To the extent that administrative professional faculty members have teaching and research roles, the policy is applicable to those individuals when those individuals are performing their teaching and research roles. However, when those individuals are acting as administrative professional faculty members, the policy is inapplicable to them

SECTION II, 2c, 15) and 16):

15) Sexual Harassment

a) Rationale

The Board of Visitors has a substantial and compelling responsibility to prohibit conduct by members of the University community which adversely affects the learning process, the unique academic working environment, or the University's academic image and reputation. Sexual harassment by any member of the campus community subverts the educational mission of the University and endangers the educational experiences, the careers, and the mental, physical, and/or financial well-being of faculty, students, and staff. The Board of Visitors expects the highest standards of personal behavior from its faculty, staff and students.

b) Prohibited Acts

The Board of Visitors defines sexual harassment as being any unwelcome sexual advance, unwelcome request for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature that meets one or more of the following three conditions:

- (1) Such conduct requires submission/acceptance explicitly or implicitly as a term or condition of an individual's employment or educational pursuit.
- (2) Agreement to submit/accept or the rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual.
- (3) Such conduct has the purpose or effect of substantially and unreasonably interfering with any individual's performance or of creating an intimidating, hostile or offensive working or learning environment for any individual.

Sexual harassment by any member of the University community is a violation of both law and University policy and will not be tolerated.

c) Sanctions

Violations of this policy by faculty, staff, or students shall be sanctioned under the appropriate disciplinary procedures for faculty, staff, or students. In cases involving sanctions for the conduct of faculty, sanctions include dismissal pursuant to section II.2.c.12) or II.2.c.13), as appropriate, of the *University Handbook*, including:

- (1) academic misconduct in one or more areas of teaching, research, public service, or administration; b) violation of Board policies; c) violation of the terms of the employment contract; or d) violation of the rights and freedom of students, Board members, or employees of the University. In cases involving sanctions for the conduct of students, the *Code of Student Rights, Responsibilities, and Conduct* shall apply. In cases involving sanctions for the conduct of classified employees, the applicable standards of conduct established by the Department of Personnel and Training, promulgated pursuant to the Virginia Personnel Act, shall apply.

d) Complaints

Complaints of sexual harassment shall be directed to the director of equal opportunity and faculty recruitment for investigation.

e) False or Malicious Charges

This policy shall not be used to bring false or malicious charges against fellow students, faculty members, or employees. Disciplinary action under University personnel policies or the *Code of Student Rights, Responsibilities, and Conduct*, as appropriate, shall apply.

16) Faculty-Student Relationships

a) Rationale

The Board of Visitors has a substantial and compelling responsibility to prohibit conduct by members of the University community which adversely affects the learning process, the unique academic working environment, or the University's academic image and reputation. The University's educational mission requires that the relationship between the faculty of the University and the students of the University be professional in nature. To this end, the Board deems it necessary and appropriate that every Instructional Faculty member and every Administrative Professional Faculty member have a *professional* relationship to and responsibility toward every student of the University. The Board deems such professional relationships to be incompatible with intimate relationships. The Board deems such intimate instructional faculty-student and Administrative Professional Faculty-student relationships to have the potential to subvert the educational mission of the University; to have the potential to affect adversely the educational experiences of students; to have the potential to affect adversely the effectiveness of both instructional and Administrative Professional Faculty in the discharge of their professional responsibilities; and to have the potential to affect adversely the mental, physical and/or financial well-being of faculty, staff, and students — including in all instances instructional and Administrative Professional Faculty, staff, and students who may not be direct parties to the relationship itself.

b) Prohibited Acts

No instructional or Administrative Professional Faculty member shall have an amorous relationship (consensual or otherwise) with a student. However, nothing in this policy shall be construed as prohibiting the spouse of an instructional or Administrative Professional Faculty member from enrolling as a student. Moreover, nothing in this policy shall be construed as prohibiting the spouse of a student from accepting employment as an instructional or Administrative Professional Faculty member.

c) Sanctions

Violations of this policy by instructional or Administrative Professional Faculty members shall be considered cause for dismissal. In dismissing Instructional Faculty, the University will follow the Due Process procedures set forth in the *University Handbook*. However, the University may place the Instructional Faculty member on administrative leave with pay pending the completion of the dismissal process.

d) Complaints

Complaints involving violations of this policy shall be directed to the director of equal opportunity and faculty recruitment for investigation.

e) False Charges

A student who knowingly brings false charges under this policy against an instructional or Administrative Professional Faculty member shall be considered in violation of the Honor Code and, upon conviction of the offense, shall be expelled. An instructional or Administrative Professional Faculty member who knowingly brings false charges under this policy against another instructional or Administrative Professional Faculty member shall be considered guilty of violating the “rights and freedoms of students, Board Members, or employees of the University.” Under these by-laws, violation of the “rights and freedoms of students, Board Members, or employees of the University” constitutes cause for termination of employment. A classified employee who knowingly brings false charges under this policy against an instructional or Administrative Professional Faculty member shall be considered to have lied to their employer and shall be subjected to appropriate discipline under the Commonwealth of Virginia State Classified Employee system.

1. The Honor System

The reputation and credibility of an institution of higher education requires the commitment of every member of the community to uphold and to protect its academic and social integrity. As such, all members of the Christopher Newport University community uphold and enforce the following:

The Honor Code

"On my honor, I will maintain the highest standards of honesty, integrity and personal responsibility. This means I will not lie, cheat or steal, and as a member of this academic community, I am committed to creating an environment of respect and mutual trust."

Under the Honor Code of Christopher Newport University, it is expected that all members of the University community will demonstrate honesty and integrity in their conduct. Intentional acts of lying, cheating, or stealing are violations of the Code that can result in sanctioning.

Each member of the University community is responsible for upholding and enforcing the Honor Code. The Honor System cannot function unless each member of the University community takes action when he or she believes any person may have violated the Honor Code. Members of this University community are obligated to report violations to appropriate University personnel in order to ensure the efficacy of the system.

2. Student Regulations

Learning takes place through individual effort; achievement can be evaluated only on the basis of the work a student produces independently. A student who seeks credit for work, words and ideas that are not the products of the student's own effort is dishonest. Such behavior infringes on the Honor System and can result in academic and university sanctions ranging from a reduced grade on the assignment to dismissal from the University.

Misunderstanding of the Honor System will not be accepted as an excuse for dishonest work. If a student is in doubt on some point with respect to the student's work in a course, he/she should consult the instructor before submitting the work in question.

A violation of any principle is considered cheating and any resulting work dishonest.

a. Infractions

- 1) Lying is the expression of an untruth made with the intent to mislead another or with reckless disregard for the truth of the matter asserted. Lying includes, but is not limited to, forgery, the use of false identification, and the omission of truthful statements.
- 2) Cheating is the act of wrongfully using or taking the ideas or work of another in order to gain an unfair advantage. It includes, but is not limited to: (1) the act of plagiarism*; (2) the acts of attempting to give or giving unauthorized aid to another student or attempting to receive or receiving unauthorized aid from another person on quizzes, tests, assignments, or examinations; (3) the acts of using or consulting unauthorized materials or using unauthorized equipment or devices on tests, assignments, quizzes or examinations; (4) the act of using any material portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior permission to do so; or (5) the acts of intentionally commencing work or failing to terminate work on any examination, test, quiz, or assignment in violation of the time constraints imposed.

- 3) Stealing is the intentional taking or appropriating of the property of another without consent or permission and with the intent to keep or use the property without the owner's or the rightful possessor's permission. Although the prohibition against stealing includes property of whatever nature, it also covers theft of the academic work product of another.
- 4) Plagiarism occurs when a student, with intent to deceive or with reckless disregard for proper scholarly procedures, presents any information, ideas or phrasing of another as if they were his or her own and does not give appropriate credit to the original source.

Students are responsible for learning proper scholarly procedure. Proper scholarly procedures require that, at a minimum, all quoted material be identified by quotation marks or indentation on the page, and the source of information and ideas, if from another, must be identified and be attributed to that source. While any amount of improperly attributed or unattributed material may be sufficient to find plagiarism, a student may be presumed to have acted with intent to deceive or with reckless disregard for proper scholarly procedures when a significant amount of improperly attributed or unattributed material is presented as if it were the student's own work. The faculty member is responsible for drawing a conclusion regarding whether the amount of improperly attributed or unattributed material is so significant that intent may be presumed. When a faculty member has sufficient reason to believe that a student was intentionally deceptive in his/her work the faculty member is required to report the infraction. An Honor Council will be convened to determine an appropriate university response to the student's actions. The university response will be in addition to the academic response determined by the faculty member.

b. Statement of Principles

1) Basic Policy

A student's name on any assignment is regarded as assurance that it is the result of the student's own thought and study, stated in the student's own words, and produced without assistance, except when quotation marks, references and footnotes acknowledge the use of other sources. In particular, the use of purchased term papers or research for submission as one's own work is expressly forbidden. Utilizing purchased work as one's own work will be considered an indicator of the student's intent to deceive his/her faculty member. In some instances, an instructor or department may authorize students to work jointly in solving problems or completing projects, but such efforts must be indicated as joint work on the assignment submitted. Unless permission is obtained in advance from the instructors of the courses involved, a student may not submit a single written work for completion of assignments in more than one course. Students who perceive the possibility for an overlapping assignment in courses should consult with the instructors involved before presuming that a single effort will meet the requirements of both assignments.

2) Factual Work

In preparing papers or themes, a student often needs or is required to employ sources of information or opinion. All such sources used should be listed in the bibliography. It is not necessary to reference specific facts that are common knowledge and obtain general agreement. However, facts, observations and opinions which are new discoveries or are debatable must be credited to the source with specific reference to edition and page even when the student restates the matter in his or her own words. Inclusion word-for-word of any part, even only a phrase or sentence, from the written or oral statement of someone else must be enclosed in quotation marks and the source cited. Paraphrasing or

summarizing the contents of another's work is not dishonest if the source is clearly identified, but such work does not constitute independent work and may be rejected by the instructor.

3) Laboratory Work and Assignments

Notebooks, homework and reports of investigations or experiments must meet the same standard as all other written work. If any of the work is done jointly or if any part of the experiment or analysis is made by anyone other than the writer, acknowledgement of this fact must be made in the report submitted. It is dishonest for a student to falsify or invent data; doing so will be considered an intent to deceive the faculty member into accepting knowingly inaccurate work.

4) Imaginative Work

A piece of written work presented as the individual creation of the student is assumed to involve no assistance other than the incidental criticism from any other person. A student may not, with honesty, knowingly employ story material, wording or dialogue taken from published work, the Internet, motion pictures, radio, television, lecture or similar sources.

5) Quizzes and Tests

In examinations and quizzes the student is required to respond entirely on the basis of the student's own memory and capacity without any assistance whatsoever except as is specifically authorized by the instructor. It is not necessary under these circumstances to give source references appropriate to other written work unless required by the instructor.

6) Tampering with the Work of Others

Any student who intentionally tampers with the work of another student or a faculty member shall be subject to the same sanctions imposed for other violations of this Honor System. Such tampering includes, but is not limited to:

- a) contaminating the results of scientific experiments by interfering with the conduct of the experiments in any way;
- b) altering or in any way interfering with computer programs used by other students or faculty members in class preparation, simulation games, or otherwise;
- c) altering or attempting to alter any academic or other official records maintained by the University.

3. Academic Violations of the Honor Code

An academic violation of the Honor Code is a serious offense that impacts the university in the following two distinct ways:

- a. It is a direct offense to the faculty member and to the members of the class in which the violation occurred.
- b. It is an affront to the institutional values and purpose of Christopher Newport University's community of Honor.

Therefore, both the faculty member and the university will review the incident and issue appropriate remedies.

Faculty Response to Academic Honor Code Violations

As stewards of the academic experience of Christopher Newport University students, faculty members are obligated to resolve any suspicions of academic dishonesty. Generally, the process undertaken for resolving an alleged academic violation of the Honor Code will be as follows:

A faculty member who suspects that the Honor System has been violated is responsible for investigating the suspected violation in such a manner as to preserve the integrity of the Honor System and not unduly harm the reputation of the suspected violator. Due to the serious

nature of academic violations, faculty members will make a reasonable effort to resolve any suspicions of academic dishonesty in a timely manner, typically within five (5) business days of discovery of the issue.

The faculty member should inform the department chair of a suspected incident of academic dishonesty. The faculty member will attempt to confer personally with the student who is suspected of violating the Honor System typically within five (5) academic days and determine if the student has committed the violation had an intent to deceive, and/or if the student admits to the violation. The faculty member may choose to contact the director of the Center for Honor Enrichment & Community Standards to participate in a preliminary investigation.

Using his/her best judgment, the faculty member will draw a conclusion regarding whether or not the student's actions or his/her submitted work, or any portion thereof, constitute an academic violation of the Honor Code. In cases where the faculty member has sufficient reason to find a violation of the Honor Code has occurred, he/she will issue an appropriate academic remedy. Faculty members may use discretion in issuing academic remedies. Examples of academic remedies include, but are not limited to, the following:

- 1) The faculty member may assign an "F" for the course to the student with a notation to the confidential University file of that student that the "F" was for an academic violation of the Honor Code. This determination requires a letter of notification to the department chair and the director of the Center for Honor Enrichment & Community Standards signed by the professor stating the reason for the assigned "F". This letter will be placed in the student's permanent file.
- 2) The faculty member may assign a grade of "F" to the student for the work in question, which would be averaged into the student's other grades should the professor determine the student is remorseful and the violation occurred with no intent to deceive the faculty member. A letter of notification indicating an academic violation of the Honor Code has occurred should be signed by the professor and sent to the department chair and the director of the Center for Honor Enrichment & Community Standards for placement in the student's permanent file.
- 3) The faculty member may reduce the grade he/she would otherwise assign to the work in question. A letter of notification indicating an academic violation of the Honor Code has occurred should be signed by the professor and sent to the department chair and the director of the Center for Honor Enrichment & Community Standards for placement in the student's permanent file.

In a situation where the faculty member and student fail to meet regarding the incident or fail to agree about whether there has been a violation of the Honor System, the faculty member will, using his/her best judgment, determine if a violation has occurred and issue appropriate academic remedies, if necessary.

If a faculty member determines a violation occurred, he/she will notify the student and the director of the Center for Honor Enrichment & Community Standards of the violation and the academic remedy assigned, in writing, typically within five (5) business days. The director of the Center for Honor Enrichment & Community Standards will initiate a University review of the incident to determine what university sanctions, if any, may apply. For more information please refer to the University Response to Academic Violations section of the Honor System.

Students and administrative personnel also bear responsibility for insuring the efficacy of the Honor System and in supporting the academic environment of Christopher Newport University. Students who suspect another student has violated the Honor System are obligated to report this violation directly to the faculty member(s) of the course, the faculty member(s) responsible for the activity, or to the Center for Honor Enrichment & Community Standards, which will then notify the appropriate faculty member(s) of the allegation(s). Administrative personnel are also obligated to notify the faculty member(s) of the course, the faculty member(s) responsible for the activity, or the Center for Honor Enrichment & Community Standards.

When there is a question about a student's honesty with regard to his/her academic work, it is the student's responsibility to:

- a) Meet with the faculty member to discuss the alleged violation
- b) Provide accurate and truthful information regarding the scholarly work in question
- c) Report the finding, in writing, to the Director of the Center for Honor Enrichment & Community Standards within five (5) business days of resolution

Should a student be found responsible for a violation by a faculty member, he/she can request that the decision be reviewed by a Faculty Review Panel within five (5) business days from the date of notification of the violation. This request for review needs to be in writing to the Center for Honor Enrichment & Community Standards, who will convene the Faculty Review Panel.

A review panel is comprised of three (3) Instructional Faculty members, including the department chair if eligible, from the department/college of the instructor whose decision is being reviewed. Review panels considering reviews of violations in graduate courses shall be composed of faculty members instructing graduate courses. Should the department chair be ineligible to sit on the panel, another senior faculty member will be selected. The instructor who rendered the findings of fact is ineligible to sit on the review panel.

Any academic remedy issued by the faculty member will be held in abeyance, pending resolution of the case. Should the allegations of misconduct occur at the conclusion of a course or academic period, a grade of incomplete will be issued to the student pending a resolution.

The director of the Center for Honor Enrichment & Community Standards will identify one member of the review panel to serve as the chair of the panel. As chair this faculty member conducts the panel proceedings and will subsequently notify the Center for Honor Enrichment & Community Standards of the panel's decisions. All members of the review panel have voting privileges.

The review panel decision regarding what, if any, violations occurred will be determined by a simple majority vote.

Faculty Review Panel Procedure

1. A date, time and place of the panel shall be determined with notification given to all parties. Every effort shall be made to schedule this panel within two weeks of the date of notification of violation, unless previously agreed upon by all parties.

2. The student respondent will be notified of the allegations he/she is being accused of in advance.
3. All panels will be closed to the public.
4. In cases involving more than one student, the review panel may hear the case as one, but shall make separate findings of fact for each student.
5. Both the faculty member issuing the original finding and the student will be given the opportunity to present information and/or evidence on their behalf.
6. In situations where the student and/or the faculty member issuing the original finding do not attend the review panel, the proceedings will continued as planned.
7. The student may have an advisor present during the review panel. The role of the advisor is to “advise” and as such is limited to conferring with the advisee only. Advisors shall not participate orally at any point during the hearing.
8. Witness statements need to be submitted, in writing, five (5) days in advance in order to be considered. Panel members will review the submitted statements and may request a witness to appear.
9. The Center for Honor Enrichment & Community Standards will contact any witnesses requested to appear.
10. Questioning of witnesses will be limited to panel members.
11. All panels shall be recorded and the notice, exhibits, taped or stenographic records and findings of fact shall be filed with director of CHECS. Unauthorized recording in any medium is not permitted without prior written permission.
12. In closed session, the review panel members, after deliberation, will decide whether the student has or has not violated the Honor Code policy defined, based on their understanding of the student’s intent to deceive or the student’s reckless disregard for scholarly procedure.
13. The chair will notify the Center for Honor Enrichment & Community Standards the review panel decision.
14. The faculty member and the student will be notified, in writing, by the Center for Honor Enrichment & Community Standards of the review panel decision no later than five (5) business days from the date of the review panel.

If the Faculty Review Panel finds a student responsible for violating the Honor Code, the academic remedy issued by the faculty member will stand.

Appeal Requests from the Faculty Review Panel

An appeal is defined as a request to review the rendered decision.

Students wishing to appeal the Faculty Review Panel’s decision may do so to the dean of students, only if there has been a violation of due process or if there is new information, not available at the time the decision was rendered, to be presented. A written request, stating the specific grounds upon which the request is based, must be received from the student by the end of the fifth (5) business day following the date of notification of the Review Panel decision. Requests submitted after the fifth day or not having sufficient grounds may not be accepted.

The dean of students will review the request and may choose to review the entire record of the case. The dean of students may also meet with the student, the faculty member and/or panel members. The dean of students may also consult with the academic dean of the college in which the behavior in question occurred when rendering a decision. The action of the dean of students will be communicated to the student in writing.

All records regarding the above procedures will be kept in the Center for Honor Enrichment & Community Standards.

University Response to Academic Honor Code Violations

When the director of the Center for Honor Enrichment & Community Standards has been notified of an academic violation of the Honor Code, it is the director's responsibility to:

- a) Initiate university review of the violation
- b) Determine an appropriate University response to the violation
- c) Notify the faculty member and the student if an Honor Council will be convened

In a situation where the faculty member has provided an academic remedy to a violation of the Honor Code, an Honor Council may be convened under certain circumstances. These circumstances include, but are not limited to, the following:

- a) In the faculty member's judgment, the student's actions constitute "intent to deceive" the faculty member into accepting work other than that which is the product of the student
- b) The student has been previously found responsible for an Honor Code violation
- c) The director of the Center for Honor Enrichment & Community Standards has completed the University review of the incident and determined an Honor Council is warranted

In any of these circumstances an Honor Council will determine suitable university sanctions, to include the student's continued enrollment status, in addition to the academic sanctions issued by the faculty member. In the event a student remains at the University after having been found in violation of the Honor Code, the student may be required to complete integrity education seminars in an effort to insure future Honor Code violations do not occur.

For specific information regarding Honor Council procedures, please refer to the Student Handbook.

SECTION V, 13-19:

13. Grade Appeal Procedure

The purpose of this policy is to ensure students and instructional faculty members are afforded due process and fair treatment when a student wishes to appeal a final course grade.

a. Informal Discussion

The student discusses the course grade with the relevant instructor. Should resolution not be reached, the student moves to the Formal Appeal process outlined below:

b. Formal Appeal

- 1) The student files a formal, written appeal of the course grade with the chair of the relevant department. Students must file no later than the third week of classes of the fall semester to appeal spring and summer grades, no later than the third week of classes of the spring semester to appeal fall semester grades.
- 2) In cases where the instructor whose grade is being appealed is the department chair, the faculty member of the department (other than the department chair) who is senior in terms of years of membership on the University faculty assumes the duties of the department chair.
- 3) The student may obtain copies of the form "Student Appeal of a Course Grade" from the Registrar's Office.
- 4) Two copies of the completed appeal form and other evidence are submitted to the department chair, who sends one copy to the instructor within two academic days of its receipt. The student should keep a third copy of the completed form and submissions for the student's own records.
- 5) The evidence submitted by the student is offered to substantiate the claim that an incorrect grade has been registered by the instructor. Such evidence might include any or all of the following plus other material deemed appropriate and relevant by the student:
 - a) course syllabus and other written guidelines relevant to the course and assignments;
 - b) evaluated written assignments or tests;
 - c) written evaluation of the student's oral or skill performance.
- 6) The instructor, upon receipt of the copy of the "Student Appeal of a Course Grade" form and evidence, may submit any relevant documentation to substantiate the grade. A copy of this evidence is forwarded to the student within five (5) academic days of its receipt.
- 7) The student and department chair will discuss the case set forth by the student and the evidence supporting the grade appeal.
- 8) The department chair will discuss the appeal with the instructor. It is the student's responsibility to show that the student has earned a grade other than that submitted on the grade sheet to the Registrar's Office.

- 9) The department chair makes a decision based on all evidence and documentation and communicates that decision in writing to both instructor and student within three academic weeks of the date the Appeal Form is filed.
- 10) The decisions which can be made by the department chair are either to deny the appeal of the student or to forward the appeal to the appropriate academic dean with a recommendation that a three member departmental review panel* be appointed by the dean to review the challenge of the student as set forth on the form with accompanying evidence, and to render a written recommendation.
- 11) If the department chair denies the appeal, the student retains the right to request a departmental review panel*. A request for a review panel must be submitted, in writing, to the appropriate dean or the Director of Graduate Studies within ten academic days of receipt of notification of the department chair's decision.
- 12) Should the department chair fail to make a decision within the three-week period specified, the grade appeal will automatically go forward to the appropriate dean or the Director of Graduate Studies.

* The Review Panel will be composed of instructional faculty from the college/school of the instructor whose grade is challenged. Review Panels considering appeals of grades awarded in graduate courses shall be composed of members of the graduate faculty. The Review Panel will choose a chair and examine the data submitted by the student and the submissions of the instructor. The recommendation of the Review Panel will be forwarded to the Dean for a final decision.

c. Exceptional Cases

If the professor whose grade is appealed is seriously ill, deceased, institutionalized, or no longer with the University, the relevant "department-as-a-whole" shall take the place of the instructor in this subsection and will make every effort to seek all relevant evidence. The department shall operate by majority vote, and is empowered to make a grade change in the name of the instructor on a timely basis.

14. Library Information

Library information is available at the main desk of the Tribble Library and on the CNU website.

15. Classroom Expression

In the classroom, subject to the responsibility of the instructor to maintain order and to monitor time limitations, the discussion and expression of all views relevant to the subject matter are permitted. In addition, the following shall apply:

- a. Student academic performance shall be evaluated solely on an academic basis.
- b. Students shall be free to take exception to the material or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled. This right to take exception does not permit the disruption of class or infringement on the rights of others to learn.
- c. Requirements of participation in classroom discussion and submission of written exercises are not inconsistent with this section.
- d. Information about student views, beliefs, and political associations acquired by faculty in the course of their work as instructors, advisers, and counselors, is confidential and is not to be disclosed to others unless under legal compulsion.
- e. Should a faculty member determine that a student is disrupting a class and ask the student to leave the classroom, the student shall do so immediately.

When a student believes that he/she has been unjustly treated in the classroom, either by the denial of freedom of expression or by improper evaluation, or on any other right enumerated above, the student should discuss the concern with the instructor. The student may appeal the faculty member's decision, in order, to the chair of the department, and to the appropriate academic Dean.

16. Grading System and Quality Points

The CNU Catalog describes the grading system and quality points. The Catalog is available on the CNU website.

17. English as a Second Language Policy

English as a second language policy is available through the Office of Admissions and the CNU website.

18. Class Attendance

The class attendance policy is available in the CNU Catalog and the CNU website. The Faculty Senate recommended and the Provost approved the following addition to the Catalog policy: Students who must miss class to represent the university must notify the class instructors in advance of those absences. Given prior notice, instructors will allow students to make up class work or to complete work in advance of class absence. In case of disagreement about whether an activity represents the university, the appropriate dean will make the determination. It is the policy of the University to provide reasonable accommodations for students' observations of religious holidays. Students have the responsibility to notify professors well in advance regarding any request for an accommodation.

19. Regulations Concerning Conduct of Classes

a. Toward the beginning of each course, the instructor will provide each student with a syllabus which includes such information as course objectives, schedule of class assignments, grading criteria. The instructor must indicate, in writing, to students the relative weight or importance attached to each piece of required work in arriving at the final course grade. Minor changes in a course syllabus (e.g., due dates, slight alterations of the relative weights of various assignments) may be made as long as due notice is given to the affected students. Major changes in a course syllabus (e.g., additional major assignments, papers, tests, etc.) should be avoided except in the most extreme and unusual circumstances. It is the responsibility of each instructor to teach the assigned course in a manner consistent with the course description in the University Catalog. If there is evidence that a specific course is not being taught as described in the Catalog, the concerned party should bring the matter to the attention of the instructor for resolution. If the resolution of the matter is unsatisfactory, the concerned party should elicit resolution in turn from the department chair, the appropriate academic dean, and the Provost. The final authority for resolving this issue rests with the Provost.

c. In the conduct of classes, several activities are required.

- 1) Instructors are expected to meet their classes on time and for the full duration of each officially scheduled period.
- 2) Each instructor must report discrepancies between the class roll, provided by the Registrar, and student attendance to assure the accuracy of student enrollment records.
- 3) Smoking in classrooms is prohibited.
- 4) Each instructor must evaluate the quality of each student's work, using the evidence of papers, tests, reports, projects, classroom performance, and examinations as appropriate.

- 5) Toward the end of each course, instructors will administer an instructional evaluation in accordance with the procedures as specified by the Provost.
- 6) Each examination must be supervised by the instructor or a designated proctor.
- 7) Final Examinations
 - a) Unless exempted in advance in writing by the appropriate academic dean, each course that can be used to satisfy the Liberal Learning Foundations requirements requires a final exam or a similarly comprehensive assessment of a student's ability to analyze and synthesize material presented over the entire semester.

For all other courses, unless exempted in advance in writing by the appropriate academic dean, a comprehensive assessment is required. The instructor will determine the vehicle for the comprehensive assessment. The course instructor will administer the comprehensive assessment during the final examination schedule published by the University Registrar. If an individual student is forced by conflict to request a change, the request must be made to the dean through the instructor or department chair. A student with more than two examinations scheduled on a single day may request to have the additional examinations rescheduled. Such requests are directed to the course instructor prior to the last day of instruction. Instructors shall resolve such conflicts using the conflict resolution period or by other arrangement.

- b) Final examinations are not returned to students. Each instructor is to keep final examination papers for one year, during which time students have the right to review their papers with the instructor.
 - c) A student may be excused from taking an examination at the scheduled time by prior approval of the instructor. The student will be excused on the grounds of illness when it is verified by a physician and received by the instructor or Registrar. The instructor must be notified as soon as possible if illness or any other emergency causes a student to be absent from an examination. Verification is required.
- 8) Associated with the conduct of classes, a file of course descriptions, syllabi, and sample examinations is kept in the office of the dean and is open to any faculty member who wishes to consult it. The maintenance of this file is a requirement of the Southern Association of Colleges and Schools and each instructor is responsible for forwarding an up-to-date syllabus for each class to the dean's office through the office of the department chair. The Department chair must keep a copy of all final examinations given in the department for seven years.
- d. Exceptions to these required activities must be approved in advance by the dean.

20. Academic Regulations Pertaining to Students with Disabilities

Academic regulations pertaining to students with disabilities are published in the *Student Handbook*. Copies are available from the Dean of Students Office and on the CNU website.

In order to provide reasonable accommodation in the classroom students are obligated to make their faculty members aware of their needs and the faculty members are obligated to accommodate reasonable needs. In order to enhance student awareness about services to students with disabilities verbal announcements by instructors and statements in their syllabi are desirable means of encouraging students to reveal their disabilities. A statement such as the following is recommended:

If you believe that you have a disability, you should make an appointment to discuss your needs. In order to receive an accommodation, your disability must be on record in Disability Services located in the Office of Student Affairs, Room 3127, David Student Center (telephone: 757-594-7160; TDD 757-594-7938 or TDD 800-828-1120, the Virginia Relay Center).

Faculty members should not speculate about a disability or imply a belief that a disability is responsible for any aspect of the student's performance or behavior. The diagnosis of a student's disability will be clarified through the process of determining needs and reasonable accommodations by the Dean of Students in the Office of Student Affairs.

Syllabus Statement

If you believe that you have a disability, you should make an appointment to see me to discuss your needs. In order to receive an accommodation, your disability must be on record in Disability Services located in the Office of Student Affairs, David Student Center, Room 3127 (Telephone: 594-7160)

Section XIV, 3 – 8:

3. Substance Abuse Policy for Employees

Christopher Newport University is committed to protecting the health, safety, and welfare of the citizens it serves by assuring that a drug-free workplace is maintained and that employees perform their duties unimpaired by the effects of drugs or alcohol. In compliance with this commitment and federal law, Christopher Newport University established a Substance Abuse Policy for Employees.

The unlawful manufacture, possession, use or distribution of illicit drugs and controlled substances and the unlawful possession, use, or distribution of alcohol on Christopher Newport University property is prohibited. Violations of the policy will be handled according to existing personnel policies and procedures governing the conduct of administrators, faculty and staff. Please contact the Office of Human Resources for additional information.

4. Freedom of Information/Privacy Act

The University complies with the Virginia Freedom of Information Act and the federal Family Educational Rights and Privacy Act. Because these laws and their implementing regulations are ambiguous and constantly changing, it is difficult to definitely state what is and is not covered. Nevertheless, members of the University community are advised that as a general matter, it is illegal to disclose information concerning a student's academic performance to anyone other than the student including the student's parents. Similarly, it is illegal to disclose the specific details of an employee's personnel file. Of course, this specific information is available to the student concerned and to the individual employee. However, the University community should also know that certain general information must be disclosed. Any questions or concerns about these laws should be directed to the General Counsel. Faculty members should not release any information about students to persons other than the student without first consulting with the General Counsel.

5. Conflict of Interest (Nepotism)

Christopher Newport University adheres to the State and Local Government Conflict of Interest Act. Questions concerning this policy should be directed to the Vice President for Human Resources.

6. University Name, Official Seal, and Tax Payer Identification Number

The name, address, phone number, and official seal of the University may be used only when conducting authorized University business. Under no circumstances may individuals represent to others that they are acting on behalf of the University when conducting personal business. In addition, official University accounts are authorized by the president or the president's Designee and are the only accounts that may use the aforementioned information and the University's taxpayer identification number. Questions concerning this policy should be directed to the Executive Vice president.

7. Telephone Usage

University telephones are intended for the business needs of the University. Personal use of University telephones is to be kept to a minimum. Personal long distance calls are prohibited. When answering and/or conversing on a University phone, employees are expected to use a telephone manner that reflects the dignity of the University.

8. University Equipment and Facilities

Unauthorized personal use conflicts with state policy of any University equipment or facilities is prohibited. University communication and computing resources are intended to support the educational, research, and public service missions of the University. The acceptable use of these resources must be in accord with the policies and regulations established by the Information Technology Services and the University Library, and relevant local, state, federal, and international laws and regulations.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Listed below is the notification of the Family Educational Rights and Privacy Act of 1974 (FERPA). The University is required to inform enrolled students annually of their rights under the terms of FERPA. The act does not apply to students admitted to the University who have not officially enrolled.

Note: Students should access <http://registrar.cnu.edu/> for the latest changes to CNU directory information and updates regarding the Family Educational Rights and Privacy Act of 1974 (FERPA).

A. Policy Intent

1. The University student record policy is intended to conform with all state and federal statutes dealing with access to information held by an educational institution on present and former students.
2. The CNU student record policy is formulated to protect the privacy of student information that is maintained and yet provide access to student records for those having a legitimate educational interest in viewing such records. Regulations and procedures to ensure adequate protection of the student are provided in this policy.

B. Student Rights under FERPA:

1. Enrolled students have the right to inspect their education record within 45 days of the request for inspection and are entitled to an explanation of any information therein. "Record" refers to those files and their contents that are maintained by official units of the University. Generally, students have the right to review any official record that the University maintains on that student. When access is permitted, documents will be examined only under conditions that will prevent unauthorized removal, alteration, or mutilation. Students must submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. A University official will make arrangements for access and notify the student of the time and place where the record(s) may be inspected. If the University official to whom the request was submitted does not maintain the requested record(s), that official shall advise the student of the correct official to whom the request should be addressed.
2. Information to which the student does not have access is limited to the following:
 - a) Confidential letters and recommendations placed in the student's files before January 1, 1975, and those letters for which student has signed a waiver of his or her right of access. Letters of recommendation are removed from the Admissions files before the files are forwarded to the Registrar's Office.

- b) Parents' confidential financial statements.
 - c) Personal files and records of members of faculty or administrative personnel, which are in sole possession of the maker thereof.
 - d) Education records, which contain information about more than one student; in such cases, CNU will allow the inquiring student access to the part of the record, which pertains only to the inquiring student.
 - e) Records of the Admissions Office concerning students admitted but not yet enrolled at the University.
 - f) Medical/psychological records used in connection with treatment of the student. A physician or psychologist of the student's choice may view such records;
 - g) University Police Department records, when utilized for internal purposes by this office in its official capacities.
3. Documents submitted to the University by or for the student will not be returned to the student. Normally, academic records received from other institutions will not be sent to third parties external to the University, nor will copies of such documents be given to the student. The student should request such records from the originating institution.
 4. Students have the right to request an amendment of the education record that the student believes is inaccurate or misleading. Should a student believe his or her record is incorrect, s/he should write the University official responsible for the record, clearly identify the part of the record s/he wants changed, and specify the information s/he feels is inaccurate or misleading. The official will respond within a reasonable period concerning his or her action. Should the student not be satisfied, a hearing may be requested of the University Registrar.
 5. Students have the right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent (see C3 below).
 6. Students have the right to file a complaint with the US Department of Education concerning alleged failures by CNU to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
 US Department of Education
 600 Independence Avenue, SW
 Washington, DC 20202-4605

C. Access to Student Records by Others:

1. Disclosure of General Directory Information: Certain information may be released by the University without prior consent of the student if considered appropriate by designated school officials. Such information is defined as the following:
 - a. Student's name, address, telephone number (permanent and local)
 - b. Date of birth
 - c. Dates of attendance at the University, field of concentration, degrees, honors and awards
 - d. Enrollment status – full-time or part-time
 - e. Height and weight of members of athletic teams
 - f. Participation in officially recognized activities

2. Directory information will not be released for commercial purposes by administrative offices of the University under any circumstances. Students may request that directory information not be released by written request to the Office of the Registrar. All other student information will be released only upon written request of the student, excepting those instances cited below.
3. Disclosure to members of the University community:
 - a. "School Official" is defined as a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including university law enforcement personnel and health staff); a person or company with whom the University has contracted (such as attorney, auditor, or collection agent); or a person serving on the Board of Visitors.
 - b. A school official must have a legitimate educational interest in order to review an education record. A legitimate educational interest is the demonstrated 'need to know' and is further defined in the following manner: the information requested must be within the context of the responsibilities assigned to the School Official; the information sought must be used within the context of official University business and not for purposes extraneous to the officials area of responsibility or the University; information requested must be relevant and necessary to the accomplishment of some task or to making some determination within the scope of University employment. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - c. Information requested by student organizations of any kind will be provided only when authorized by the Dean of Students.
4. Disclosure to parents and organizations providing financial support to a student: It is the University's policy to release the academic transcript to parents and/or organizations only upon the student's written request or authorization, a policy consistent with the University's interpretation of FERPA.
5. Disclosure to other educational agencies and organizations: Information may be released to another institution of learning, research organization, or accrediting body for legitimate educational reasons, provided that any data shall be protected in a manner that will not permit the personal identification of the student by a third party.
6. Disclosure to local, state, and federal governmental agencies: Government agencies are permitted access to student records only when auditing, enforcing, and/or evaluating sponsored programs. In such instances, such data may not be given to a third party and will be destroyed when no longer needed for audit, enforcement, and/or evaluative purposes.

Excerpts from the 2012-2013 Undergraduate Catalog
General Academic Policies and Procedures

Grading System

A (Excellent)	4.00
A-	3.70
B+	3.30
B (Above Avg) .	3.00
B-	2.70
C+	2.30
C (Average)	2.00
C-	1.70
D+	1.30
D (Below Avg) .	1.00
D-	0.70
F (Failing)	0.00
UI (Failing).....	0.00

- I** Indicates an incomplete grade and is not computed in the cumulative GPA.
- P** Indicates a passing grade in a Pass/Fail course; if the student receives a grade of *P*, it is not computed in the cumulative GPA while the grade of *F* is computed in the cumulative GPA.
- W** Indicates that a student withdrew from a course and is not computed in the cumulative GPA.
- M** Indicates that a student has received a medical/administrative withdrawal and is not computed in the cumulative GPA .
- AU** Indicates that a student has audited a course (no degree credit is awarded) and is not computed in the cumulative GPA.
- Z** Indicates a zero credit laboratory and is not computed in the cumulative GPA.
- UI** Indicates an 'unauthorized incomplete' denoting that a student did not participate academically in a course beyond the 60% date in the semester; this is computed in the cumulative GPA as an *F*.

Incomplete Grade

The grade of Incomplete, "I", is a temporary grade that the instructor may assign when exceptional, documented circumstances prevent the student from completing required assignments or from taking the final examination. If the grade of Incomplete is assigned, the student must complete the work and the professor must submit the *Grade Change Form* (or *Extension of Incomplete Form*, if appropriate) to the Office of the Registrar by the third Friday of the next regular semester. If a *Grade Change Form* (or *Extension of Incomplete Form*) is not submitted as indicated, the grade of *I* will automatically convert to a grade of *F* on the following business day and will require the following signatures for a change of grade: instructor, department chair, and academic dean.

- Incomplete grades given in the **fall**: must be removed/extended by the above indicated deadline in the following **spring** semester.
- Incomplete grades given in the **spring**: must be removed/extended by the above indicated deadline in the following **fall** semester.
- Incomplete grades given in the **summer**: must be removed/extended by the above indicated deadline in the following **fall** semester.

All extensions of an incomplete grade require the signature of the instructor, department chair, and academic dean and must include a specific date (MMDDYY) **prior to the last day of the next regular semester**. *I* grades will roll to a grade of *F* once an extension date has expired. **Note: Degrees will not be conferred for students with a grade(s) of Incomplete, I, on his/her academic record and the student's anticipated semester of graduation will be moved to the following term.**